

Purley Memorial Hall

Annual Trustees Report 2019/20

Operational Report

Covid-19

The past year has been quite an interesting one. The Trustees closed the Hall in March 2020 due to the Covid-19 lockdown for all hirers apart from the long-term hirer of the John Devine room. In July 2020 the Trustees reviewed reopening the Hall in a limited fashion for some events based on advice from Action with Communities in Rural England (Acre). A questionnaire was sent out to past hirers so as we could find out if and when they would like to return and the date of any such return. Most were looking for the late autumn but one or two wanted an earlier start. It was agreed that we would start with, initially, some outside events and move to inside events in the Hall later. In order to maintain social distancing we have limited the numbers in the Main Hall to 26 and the Nicholls Room to 9.

The Hall Manager has been particularly busy in getting the Hall ready to be used again.

- Sending out and reviewing the questionnaire.
- Creating sanitising stations in the entrance lobby and the fire escapes in the Main Hall and Nicholls Room.
- Proving notices regarding use of the sanitising stations.
- Creating an additional set of Special Conditions related to using the Hall covering Covid-19.
- Establishing the downstairs meeting room as the safe area for any user taken ill and providing a Covid-19 safety kit in the room.
- Provision of an emergency key has been made available (hanging from the top bolt) to the downstairs office in the event of someone being taken ill.

The situation is still very fluid with the regulations that need to be followed changing on a regular basis. Hopefully, we will be in a situation where the regulation will be relaxed sufficiently that things will return to a somewhat more normal situation. However, it is possible that we might need to close the Hall again if another lockdown was introduced.

General Operations

During the past year we have continued our efforts to improve and maintain the Hall

Our long-term hirer in the John Devine room requires reasonably quiet conditions to undertake her work and was concerned about noise coming from the main Hall from a few events, particularly those with music or large audiences. Not wanting to lose the long term hire or prevent activities that have taken place in the Hall in the past, the Trustees took the decision to replace the door to the John Devine room from the Main Hall with a soundproof acoustic door. This was fitted on 20th March 2020, just prior to lock down.

Water marks were seen on the new ceiling tiles which initially we thought might be due to a leaking roof. Three roofing firms were contacted to review the situation and recommend possible solutions and quotes. One contractor believed the cause was not a leaking roof but lack of adequate ventilation in the roof space. Looking at the roof, it was noted that the existing

ventilation holes in the ridge tiles had been cemented closed at some time in the past. It was agreed to ask the contractor to clear the existing ventilation holes and we would then review whether this has resolved the problem. Despite some heavy downpours since the work was done the water marks on the ceiling do not appear to have got any worse. The cost for the work was £500 compared to several thousand if work was required to replace/reseal the roof.

The soffit boards at the back of the garages had rotted resulting in the gutters collapsing. These have been replaced with UPVC soffit boards and new guttering.

During lock down one of the Trustees took the opportunity to give the kitchen a coat of paint; paint the new acoustic door so that it matches in with the rest of the doors in the hall and also tidy up the paint knocks and scuffs around the Hall. The notice boards in the Nicholls Room have also been painted.

The wooden noticeboard by the gate had come to the end of its days and was unrepairable any more. It has been replaced by a new aluminium one.

Kick plates have been fitted to the main doors out to the vestibule; the ladies toilet and the unisex toilet in the vestibule in an effort to reduce the marks on the bottom of the doors.

The annual inspection of the fire extinguishers was carried out in March and three were upgraded. The remaining extinguishers will be upgraded next year.

A solar light was fitted to give light for anyone exiting the John Devine Room and later an LED floodlight was fitted. A twin socket has been installed above the chair store ready to reposition the Wi-Fi Hub. An LED PIR light has been fitted on the stairs down to the downstairs office. The annual PAT testing has been successfully carried out.

Finance Report

The Hall raises all its income through the hire of its facilities to local groups and through grant applications to various organisations. It does not collect money from the public by seeking donations.

The Treasurer presented the accounts for the year 2019/20 which have been agreed by the independent auditor.

The Hall was successful in obtaining a £10000 grant from the Government made available to Village Halls to help cover lost income during the lockdown.

Trustees

Rita Benedict	Hall Manager/Treasurer
Marilyn Hoare	Rep for Women's Institute
Paul Humphreys	Rep for Purley Horticultural Society
Joan Killick	Rep for Thames Valley Singers
Jane Langford	Rep for Parish Council
Mike Mercer	
Graham Rolfe	(Chairman)
Sue Slade	
Marie Stener	Secretary
Tony Stener	
Dave Waldock	Vice Chairman

This report was approved by the Trustees at the AGM meeting on 21st October 2020.

Chairman

Treasurer

R G Rolfe

R Benedict

21st October 2020

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